



Garden Assistance Program (GAP) Agreement With OFG Workday Host

Summary

The Ocean Friendly Gardens Program (OFG) Garden Assistance Program (GAP) was created to help property stewards who agree:

- With the utilizing landscape retrofits as community training opportunities.
- To follow the OFG sign criteria in creating their design.
- Gather all their materials ahead of time.
- Pay-it-forward to help others go OFG.

Surfrider Chapter OFG Committee Roles & Responsibilities:

- Provide information about - OFG principles and practices (CPR: Conservation, Permeability and Retention); local rebates, resources, and professionals that support and practice OFG.
- Outreach to volunteers for the GAP Workday.

GAP Workday Host's Roles & Responsibilities:

- Make use of the OFG information; take advantage of rebates and resources.
- Utilize the skills of landscape professionals supportive of the OFG Program.

Qualifications: Roles and Responsibilities of the GAP Workday Host

Part 1 - OFG Basic Class

- Host is a member of Surfrider Foundation or becomes a member.
- Host is chosen from those who have attended an OFG Basics Class, or the equivalent, e.g., online class.
- Host demonstrates a working knowledge of OFG and readily complies with all of the Workday requirements.
- Host acknowledges in writing (email accepted) that they have both the funds and open schedule to complete the project in accordance with the OFG Program GAP Workday Guidelines.

Site Location

- Site is within the jurisdiction of the sponsor(s) of the OFG Program.
- Host either owns the property or has written approval from the owner to make the proposed OFG changes.

- Site must have high visibility for potential tours, e.g., front yards only; gated communities excluded.
- Buildings have gutters and downspouts or host is willing to install gutters and downspouts.
- Sites with automatic controller controlled, in-ground irrigation systems will take priority over those without irrigation systems or without automatic controllers.

Part 2 – Hands-On Workshop (HOW)

- A HOW on the topic of Site Evaluation for attendees of the Basics Class, or the equivalent, (e.g., site evaluation done by a professional utilizing Surfrider's HOW: Site Evaluation form), will be conducted prior to the GAP Workday.
- Provide snacks and drinks to those who attend the HOW. The Surfrider Chapter OFG Sub-Committee will provide the host with the number of RSVPs a few days before the HOW so refreshments can be adjusted accordingly.
- Provide a table on which to put the snacks and drinks.
- Provide access to a restroom for participants.
- Provide access to water both outside (hose or spigot) and inside (sink for hand washing).

Part 3 – Planning, Design Creation and Design Review

- Sign an agreement to comply with the OFG Sign Criteria in designing and installing the garden:
[http://www.beachapedia.org/Ocean Friendly Gardens Yard Sign Criteria](http://www.beachapedia.org/Ocean_Friendly_Gardens_Yard_Sign_Criteria)
 - Designs shall be drawn to scale, either computer (CAD) or hand-drawn, and printed to a size that fits on an 11" x17" sheet of paper. The designs must indicate the following:
 - Existing drains, downspouts and house gutters.
 - Existing and proposed irrigation points of connection and location of valves and irrigation controller.
 - Proposed first flush (or more) retention area and path water takes through the property (with overflow to street, if necessary).
 - All plant materials at mature size (minimum of 10% California native plantings is required).
- Hire an OFG-supportive professional to:
 - Consult with your designer and/or create the design of the garden. This ensures the design meeting OFG principles.
 - Serve as a liaison between the host (and a host's designer) and the Surfrider Chapter OFG Sub-Committee to make sure the project stays on track.
- Be willing to hire a licensed (or otherwise state-qualified) landscape contractor or find other labor in order to prepare the site for the Workday and to finish the installation if work is not completed on the Workday.
- Comply with the OFG Workday prep sheet found at -
<http://ofg.surfrider.org/files/2010/01/GAP-Questionnaire1.pdf>

PART 4 – Scope of Work and Acquiring Materials

Host works with an OFG-supportive professional and Surfrider Chapter OFG Sub-Committee to ensure that everything moves smoothly in preparing for the Workday:

- The work area must be determined – in proportion to the number of volunteers that show up to the Workday. Typically, the work area guaranteed by the OFG

Committee is less than 500 square feet, so that the work area can be retrofitted completely by the end of the Workday.

- If applicable, remove all sod in GAP Workday area (including roots), except for a 2'x3' patch which will be used as an example on the Workday.
- Excavate additional dirt as advised and set aside for use on Workday. No soil is to be removed from the property unless approved by the OFG Committee liaison.
- Work that requires a license is performed by a licensed (or otherwise state-qualified) contractor, e.g., irrigation valve installation.
- Have the following items on-site and adjacent to parkway by morning of GAP day:
 - Boulders, gravel, and other rock necessary to construct dry streams and retention basins, or any other retention materials needed.
 - All irrigation parts that will be installed on the Workday (drip line, connectors, emitters etc.).
 - Paper or cardboard for sheet-mulching the site. The paper serves as a grass re-growth/weed barrier (available at hardware stores). A sufficient quantity to cover the total area is required.
 - Natural woodchip mulch - enough for 4" of coverage over total area.
 - Plants.
 - Provide enough compost tea to cover the retrofitted area.
 - Any tools, shovels, rakes, brooms, wheelbarrows, and hoses (needs to be long enough to reach planting area).
 - 2 5-gallon buckets for brewing compost tea and hydrating plants.

Part 5 – GAP Workday

- Provide light lunch and drinks to those who attend. The Surfrider Chapter OFG Sub-Committee will provide the host with the number of RSVPs a few days before the HOW.
- Provide a table on which to put lunch and drinks.
- Provide access to a restroom for participants.
- Provide access to water both outside (hose or spigot) and inside (sink for hand washing).
- Host agrees to a Participation Agreement including: signing a photo and publicity release; agree to allow an OFG sign in the re-landscaped area; permit publicity of the results the efforts/results associated with this project; permit Lawn Patrols (neighborhood walks) to start at the site.

Part 6 – Pay It Forward

- Assist in the retrofit of another site, whether in your neighborhood or at another Surfrider GAP Workday.
- Join the Surfrider Chapter OFG Sub-Committee in the local Chapter.

Please sign and date below:

Workday host: _____

Surfrider San Diego Representative: _____

OFG Designer: _____